

**POLICY 16.3 - INITIAL TRAINING REQUIREMENTS FOR NON-SECURITY PERSONNEL TO BE ASSIGNED TO LEVEL IV AND V FACILITIES**

<p><b>POLICY OF</b> STATE OF DELAWARE <b>DEPARTMENT OF CORRECTION</b></p>	<p><b>POLICY NUMBER</b> 16.3</p>	<p><b>PAGE NUMBER</b> 1 of 2</p>
	<p><b>RELATED ACA STANDARDS:</b> 2-CO-1D-02; 2-CO-1D-05; 4-4082; 4-ACRS-7B-14; 4-ALDF-7B-05</p>	
<p><b>CHAPTER:</b> 16 EMPLOYEE DEVELOPMENT</p>	<p><b>SUBJECT: INITIAL TRAINING REQUIREMENTS FOR NON-SECURITY PERSONNEL TO BE ASSIGNED TO LEVEL IV AND V FACILITIES</b></p>	
<p><b>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</b></p>		
		
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<p><b>APPROVED FOR PUBLIC RELEASE</b></p>		

**I. AUTHORITY:** 11 *Del. C.* §6517; 29 *Del. C.* §8903

**II. PURPOSE:** To establish the Correctional Employee Initial Training requirements for both Department of Correction (DOC) Merit and Department of Education (DOE) non-security staff who will be assigned to work closely with offenders at Level IV and Level V facilities.

**III. APPLICABILITY:** All DOC and DOE non-security employees assigned to Level IV and Level V facilities.

**IV. DEFINITIONS:**

**Security staff:** Employees in the Correctional Officer series as well as in other classifications eligible for Hazard Duty at Level A1.

**Non-security staff:** Employees eligible for Hazard Duty Pay at Level A for the purposes of this policy.

**Correctional Employee Initial Training (CEIT):** Mandatory training program that all Correctional series and non-security employees are required to successfully complete to be assigned to a Level IV or Level V facility. Correctional series employees must complete CEIT prior to starting their assignment, while non-security employees may be permitted to begin working at their assignment and will enter the first available CEIT class after their hire date.

**V. POLICY:** It is the policy of the DOC to prepare all staff who will be assigned to work with offenders to do so in a safe and secure manner, equipping them with the knowledge needed to perform their assigned duties while maintaining the safety and security of themselves, their co-workers, the offenders, and the facility.

**A.** New DOC and DOE employees in the following classifications who will be assigned to

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work closely with offenders in Level IV or Level V facilities are required to attend CEIT.

1. Correctional Counselor
2. Senior Correctional Counselor
3. Master Correctional Counselor
4. Correctional Counselor Supervisor
5. Correctional Treatment Administrator
6. Teacher
7. Chaplain
8. Paralegal II
9. Legal Services Administrator
10. Inmate Classification Officer I & II
11. Community Work Program Coordinator
12. Recreation Program Leader
13. Recreational Program Specialist
14. Correctional Arts Program Coordinator
15. Trainer/Educator I, II, & III
16. Correctional Facilities Maintenance Manager

**B.** CEIT is a nine week program developed to prepare staff for supervision of offenders in the Department's Level IV and Level V facilities. All employees in classifications entitled to Hazard Duty Pay at Levels A or A1 are required to attend CEIT.

1. Correctional Officers and employees in other classifications entitled to Hazard Duty Pay at Level A1 are required to successfully complete all blocks of instruction prior to being assigned to work in a Level IV or V facility.
2. Employees in non-security classifications entitled to Hazard Duty Pay at Level A are required to attend CEIT; however, they are not required to complete all blocks of instruction.
3. Employees in non-security classifications are permitted to start working in a Level IV and V facility prior to beginning CEIT; however, these employees will be required to complete the first available CEIT class after their hire date.
4. Non-security employees may be excused from fully participating in blocks of instruction that require physical activity if they provide acceptable medical documentation to justify their non-participation. It should be noted that even if employees are excused from full participation in these blocks, they will be required to remain with their class and observe the training.

**C.** Alternative Instruction/Assignments for non-security employees: During the periods of time when non-security employees are not required to attend CEIT blocks of instruction, they will be given alternative instruction/assignments based on classification and assignment. These assignments may include but are not limited to:

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1. Additional Delaware Automated Correction System (DACS) Training.
2. On-the Job Training at the facility where they will be assigned after CEIT graduation or, for Teachers, DOE.
3. Any other relevant job-related training as determined by the Training Academy Administrator

